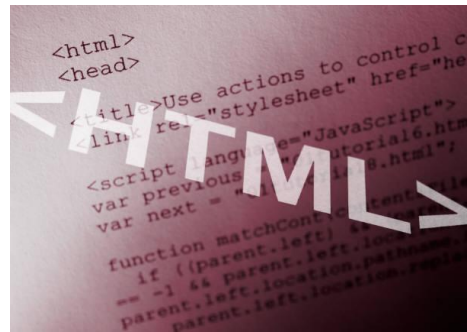




# Using Dreamweaver

## 2 – HTML

The World Wide Web is based on HTML (Hypertext markup language). Although Dreamweaver is primarily a WYSIWYG editor, it is still worthwhile for Dreamweaver users to be familiar with HTML for a couple of reasons. Firstly, there are times where it may be useful or even essential to edit some of the HTML code in a document while you are working with Dreamweaver. Secondly and more importantly, learning a bit of HTML ensures that you understand how HTML works. This will enable you to design pages in Dreamweaver that work better on the web and will also make it easier to understand what is going on when web pages have problems or don't appear the way you expected.



**Note** If you have already learned HTML in the past, this will be a good opportunity to refresh your memory. If you have never learned HTML before then it could be beneficial to spend a bit of time learning the fundamentals. There are numerous good guides to HTML online. A good place to start would be <http://oneil.com.au/pc/html.html>.

One important thing to understand about HTML is that strictly speaking, it is only intended to be used to define how your website will be structured. It is not intended to be used to determine how the page will look. Content and presentation are separate. For instance, while HTML can be used to specify that your page has paragraphs, headings, lists and hyperlinks it is not intended to specify how those various elements will look. As HTML became more widely used, elements for presentation such as the Font tag began to be introduced (use of the font tag and other similar tags are no longer encouraged). At the time there was no better way of formatting a web page but it wasn't a good solution as it led to web pages with complicated code that was prone to problems.

With the introduction of CSS (cascading stylesheets) in the late 90s it is now possible to create web pages where the content is truly separate from the presentation of the page. You can use HTML solely for the purpose of setting up how your page is structured while leaving the formatting of your page up to a CSS stylesheet. This allows for web pages that are designed much better and are easier to maintain. Recent versions of Dreamweaver have placed increasing importance on the use of stylesheets for formatting and these exercises will likewise emphasise the practice of using stylesheets for the formatting of your websites. What this will mean is that when we create web pages in these exercises, we will often set up a page, but not worry too much about formatting it until we have set up a stylesheet for the document.

## Exercise 1 – Sections of a document

- 1) Open Dreamweaver.
- 2) From the startup screen if it is showing select the option to create a new HTML document. You can also select **New** from the **File** menu [Ctrl [N] and then select *HTML* from the list of page types which appears. A blank page is created.
- 3) Switch to **Split** view so that the top half of the editing window shows the HTML.

Create New

HTML



```

1 <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
2 "http://www.w3.org/TR/html4/loose.dtd">
3 <HTML>
4 <HEAD>
5 <META HTTP-EQUIV="Content-Type" CONTENT="text/html; charset=iso-8859-1">
6 <TITLE>Untitled Document</TITLE>
7 </HEAD>
8
9 <BODY>|
10 </BODY>
11 </HTML>
12

```

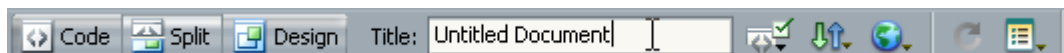
The Elements that you can see in the HTML are common in most HTML files and are described below.

The first lines (DOCTYPE), specifies which version of HTML is being used in the document. The HTML specification recommends that each HTML document start with this.

An **HTML** tag specifies where the code begins and at the end of a document, a closing tag specifies where the code ends. Notice that the closing and opening tags are the same except that the closing tag includes a forward slash, or / character.

The **HEAD** section of the document contains information that is important to the document, but won't actually appear within the document. In the case of this document, the head section included a page title (in the TITLE tag) as well as a META tag which specifies the character set being used in the document (in this case standard English characters).

The **BODY** section contains the actual document itself, which in this case is currently empty.



- 4) In the bar along the top of the document, click in the **Title** box.
- 5) Replace the text *Untitled Document* with *Sample HTML Page*.
- 6) Press [Enter] to complete the change. If you look in your HTML code, you will notice that the line

```
<TITLE>Untitled Document</TITLE>
```

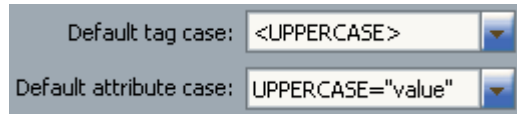
Has now changed to

```
<TITLE>Sample HTML Page</TITLE>
```

This also happens in reverse so that if you make changes in the HTML code directly, it will update in Dreamweaver's other views.

**TITLE** is an important element in an HTML document. If someone bookmarks a web page or adds it to their favourites, the title of the page is normally used as the label by default. Also, if someone searches in Google or another search engine, the document Title is normally the first thing to appear in the search results. A title of 3 to 5 descriptive words is recommended.

**Note** in the examples above, the HTML tags are all showing in uppercase lettering. HTML tags work the same whether they're written in uppercase or lowercase letters. Many web developers prefer writing them in uppercase since the uppercase text is easier to spot in a document. Since Dreamweaver shows tags in a different colour anyway, this is not quite as important. In Dreamweaver's options, you can specify which way tags will be written by selecting Preferences from the Edit menu, then selecting the Code Format category and choosing the appropriate option as shown.



## Exercise 2 – Element Attributes

HTML Elements contain additional information using Attributes, though they are not necessary for some tags. We're going to enter a heading on the page and use the align attribute to position it in the centre of the page.

- 1) In the HTML code, create a blank line between the **<BODY>** and **</BODY>** tags.
- 2) Type **<H1>**. H1 indicated a level 1 heading. Other numbers are used for subheadings.

You may have noticed as you began typing the tag that a list of tags appeared. This is to help you with HTML by allowing you to select a tag from the list. If the tag you want is already selected in the list, you can press **[Enter]** to complete the tag. *H1* isn't a lot to type though so you probably didn't need the help this time.

You may also notice that as soon as you finish the tag, the closing tag will be placed on the page for you, saving you the effort of typing it yourself.

- 3) Type *Sample HTML Document*, followed by the **</H1>** closing tag (if it hasn't already been entered for you by Dreamweaver). Make sure the closing tag includes */* before the **H1**.

```
<H1>Sample HTML Document</H1>
```

- 4) If you can't see the properties at the bottom of the window, click the **► Properties** button or press **[Ctrl] [F3]** on your keyboard. The properties panel can be easily displayed or hidden in this way. Currently, the properties window shows a message indicating that the HTML has been edited.
- 5) As the message explains, you may press **[F5]** or click the **Refresh** button to update the main editing window with the changes. Do either one to show the changes. Your page will now contain a heading.

## Sample HTML Document

- 6) In the HTML, click in the heading tag right after the number 1 as shown.

```
<H1>Sample HTML Document</H1>
```

- 7) Type a space and then type `ALIGN="center"` so that it appears as below.
- 8) Refresh the view again.

A tag attribute contains two parts. The name of the attribute and the value of the attribute separated by an equal sign. The value should be surrounded by either single or double quotes (as long as they're the same on both sides). In the above example, `ALIGN` is the name of the attribute while `center` is the value of the attribute. Note the US spelling. Unfortunately HTML only recognises US spelling so putting 'centre' won't do anything. The same also applies for words like `COLOR` (colour) and `GRAY` (grey).

- 9) An element can have more than one attribute. Change the line of HTML so it looks like the following.

```
<H1 ALIGN="center" ID="main_heading">Sample HTML Document</H1>
```

The ID tag doesn't change the heading. It gives it a name. This is useful later on when it can become important for HTML elements to be referred to individually from elsewhere.

**Note** It doesn't matter which order attributes appear in so  
`<H1 ALIGN="center" ID="main_heading">`  
 is the same as  
`<H1 ID="main_heading" ALIGN="center">`.

10) Add two lines of HTML after your heading as shown.

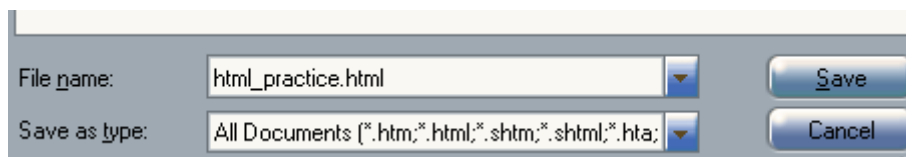
```
<H1 ALIGN="center" ID="main_heading">Sample HTML Document</H1>
<H2>Subheading</H2>
<P><IMG SRC="http://www.oneil.com.au/pc/dw_logo.png" ALIGN="right" HEIGHT="47"
WIDTH="47" ALT="Dreamweaver Logo">
A paragraph of text with a <A HREF="http://www.oneil.com.au/pc/">link to a website.</A> and an
image which is aligned to the right of the page</P>
```

When you refresh the page, it should look like the example below. While you are editing in Dreamweaver, the image might not display since it is referring to an image in an external location on the web. It should show up fine when we preview the page in a web browser but we need to save it first.



11) From the **File** menu select **Save** or press **[Ctrl] [S]** to save the file.

12) Select a location to save the file and enter *html\_practice.html* for the file name.




A few things to remember about filenames in websites (this applies not only to HTML files but to other files as well such as images and stylesheets).

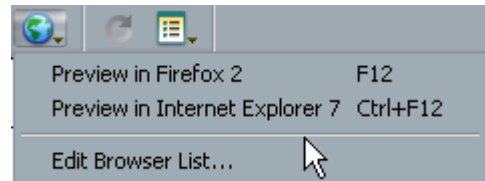
- Avoid uppercase letters. If you name a file with uppercase letters such as Document.html, you will have to type it exactly the same every time you refer to it. Referring to it as document.html won't work in a website. It might work ok while you're testing it on your own computer since Windows doesn't make a distinction between uppercase and lowercase filenames. When it's on the web though, it will likely be on a computer running Unix or Linux where case does matter in filenames. Keeping names all lowercase makes things a bit easier.
- Don't use spaces since some web servers don't allow filenames with spaces. File names made up of more than one word are fine but use underscores ( \_ ) instead of spaces.
- When you are saving the main page in a website, it is best to call it **index.html**. This is the standard name for the main page on a site. If you type <http://www.oneil.com.au/pc/> in to your web browser it will go to <http://www.oneil.com.au/pc/index.html> since it assumes index.html is the main file. Basically, if your main page is called index, it allows you to drop the filename off your site's address, making it shorter and easier to type.

13) Click **Save** to save the file.

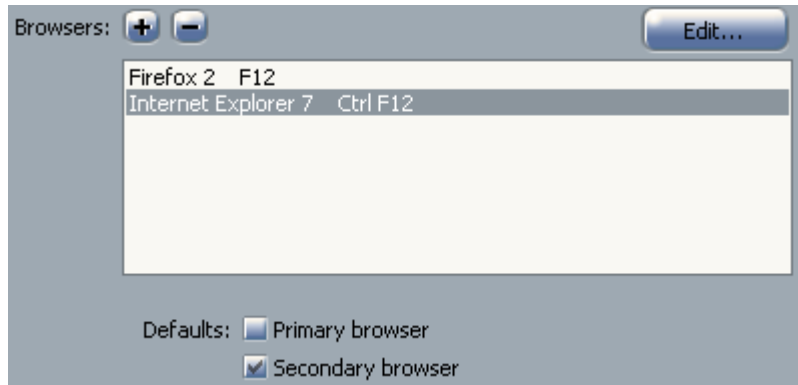
**Exercise 3 – Previewing the Document**


- 1) Click the **Preview/Debug in Browser** icon  along the top of your editing window.

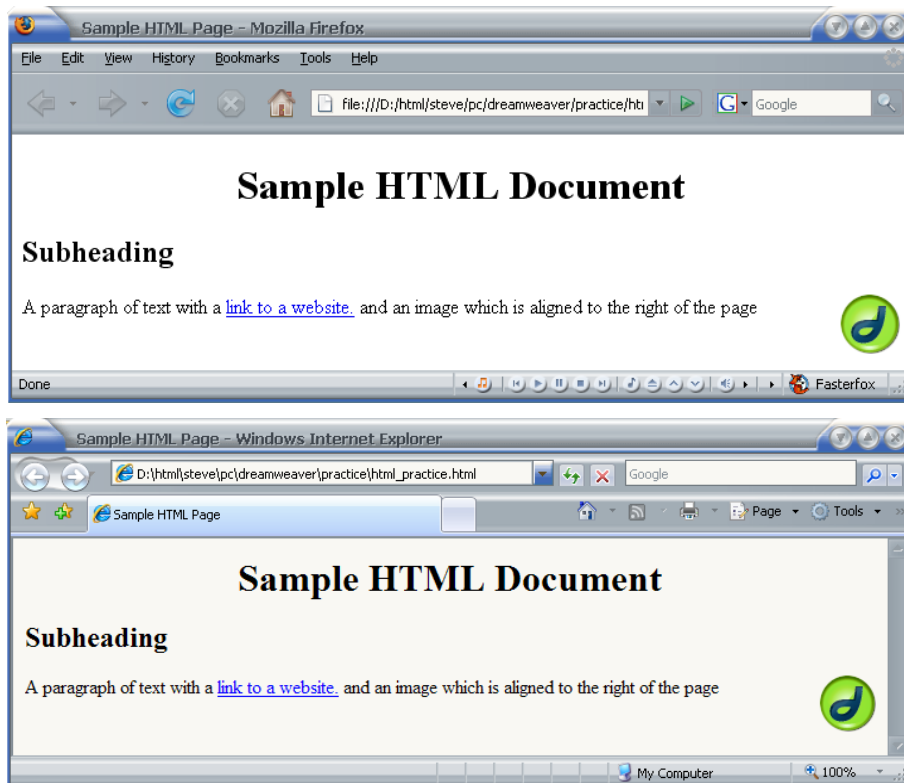
A list of web browsers will appear. If you have more than one web browser installed on your computer, you can test your web page in each one, which is a good idea if you want to make sure it works well in all browsers.



- 2) If no browsers appear in the list or you want to add another browser that you have installed on your computer, click on the **Edit Browser List** option.



- 3) To add a browser to the list, click on the  button and then select the location where the browser is installed. You can designate one browser to be your **Primary browser** and another to be your **Secondary browser**. This allows you to use keyboard shortcuts to preview your page (**[F12]** for your primary browser and **[Ctrl] [F12]** for your secondary browser).
- 4) Preview the page in your primary browser. Below are examples of how the page looks in **Mozilla Firefox** and **Microsoft Internet Explorer**.



- 5) Close the file when done.

**Exercise 4 – Quick Revision**

- 1) Place a tick next to each of the following that is true.
  - a) It is essential for attribute values to have quotation marks around them.
  - b) Only US spelling is recognised in HTML.
  - c) It doesn't matter if tags are written in upper case or lower case letters.
  - d) The contents of the Head section will not appear in the web browser's main window.
- 2) For each of the following lines of HTML, correct the error and explain why you believe it is an error.

```
<P><B><I><A HREF="prices.html">Our price list</B></A></I></P>
```

Correction \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

```
<IMG SRC="portrait.jpg" ALT="Photo" WIDTH="300" HEIGHT="150" BORDER="0">
```

Correction \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

```
<H1 ALIGN="centre">Bob's Garden Services</H1>
```

Correction \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

```
<P><ALIGN="center">Low prices every day!</ALIGN></P>
```

Correction \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Shortcuts Learned

[Ctrl] [N]	Create a new file
[Ctrl] [S]	Save file
[Ctrl] [F3]	Hide / Display the properties panel
[F5]	Refresh the editing window
[F12]	Preview the page in your primary browser
[Ctrl] [F12]	Preview the page in your secondary browser

# HTML Tags Reference

This guide is intended to be used as a reference to writing correct HTML according to the Worldwide Web Consortium's HTML 4.01 specification. You can check the specification in detail at <http://www.w3.org/TR/html4/>

Your document should begin with a `<HTML>` tag and finish with a `</HTML>` tag.

## Page Sections

### Head Section

```
<META NAME="Description"
CONTENT="You can type a description for your page here. It should be
approximately one paragraph long and should describe your page. It is used by
a lot of search engines when your page is indexed.">
<META NAME="keywords"
CONTENT="website, keywords, can, go, here">
<TITLE>Page Title, Should be 4-5 Words</TITLE>
```

### Body Section

```
<BODY>
</BODY>
```

The body tag can contain the following attributes which don't need to be in any particular order:

TEXT	Sets the default text colour for the page
LINK	Sets the colour for un-followed links
VLINK	Sets the colour for visited links
ALINK	Sets the colour for active links
BGCOLOR	Sets the colour for the page background
BACKGROUND	Specifies what file to be used as a background image

#### Example:

```
<BODY BACKGROUND="picture.gif" BGCOLOR="white" TEXT="navy" LINK="blue"
VLINK="purple">
```

### Modifying page margins

For Internet Explorer your body tag can include `topmargin` and `marginleft` attributes but they won't work in Netscape Navigator. To make them work in Netscape Navigator and certain other browsers, you can also include `marginheight` and `marginwidth`.

#### Example:

```
<BODY BGCOLOR="white" MARGINHEIGHT="0" MARGINWIDTH="0" TOPMARGIN="0"
LEFTMARGIN="0">
```

**Note** These attributes are redundant when you use margin attributes in styles as we will be doing later.



## Page Elements

### Block Level Tags

Block tags are all tags that create a block of text on the page. The common ones are listed below.

#### Paragraph

```
<P> </P>
```

The closing tag is optional since a web browser will assume that an opening paragraph tag means any previous paragraphs are closed.

#### Division

```
<DIV> </DIV>
```

A division groups sections of a page together but it can also be used like a paragraph except that a `<P>` tag will create extra space between paragraphs. A `<DIV>` tag won't. Also, the closing `</DIV>` tag is essential.

#### Headings

HTML has 6 levels of headings. The main heading should be a level one heading, subheadings should be level 2 etc. Because a heading is a type of paragraph, there's no need to include a `<P>` tag for a heading

Examples:

```
<H1>Main Heading</H1>
```

```
<H2>Sub Heading</H2>
```

#### Lists

Here are three types of lists. These are Ordered lists (numbered lists), Unordered lists (bullet lists) and definition lists.

##### Ordered Lists

An ordered list (numbered list) needs to have a `<OL>` tag before the list begins and a `<OL>` tag after the list finishes. Each paragraph in the list needs to begin with a list item tag `<LI>` instead of the usual `<P>` tag.

If you want your list to have letters or roman numerals instead of numbers, then you can include a `TYPE` attribute in your `<OL>` tag to specify the kind of list you want. The choices are `1`, `a`, `A`, `i`, `I`.

If you want to make your list start from a certain number you can include a `START` attribute which specifies the beginning number.

Example:

HTML

```
<OL TYPE="I" START="5">
  <LI>First line
  <LI>Second line
  <LI>Third line
</OL>
```

Result

```
V. First Line
VI. Second Line
VII. Third Line
```

##### Unordered Lists

Unordered lists (bulleted lists) are the same as ordered except that the `OL` tag is replaced with a `UL` tag. If you want to change the type of bullet then the choices for the `TYPE` attribute are `disc` (default), `square` and `circle`. There is no `START` attribute.

Example:

HTML

```
<UL TYPE="circle">
  <LI>First line
  <LI>Second line
</UL>
```

Result

```
o First Line
o Second Line
```

### Definition List

Definition lists begin with a `<DL>` tag and end with a closing `</DL>` tag. Each paragraph within the list is either a definition term which starts with a `<DT>` tag, or a definition description which starts with a `<DD>` tag. The descriptions are usually indented in the web browser. These lists can be used for a lot more than just definitions as the following example shows.

#### HTML

```
<DL>
  <DT>Monday
  <DD>English
  <DD>Authoring Principles
  <DT>Tuesday
  <DD>Maths
</DL>
```

#### Result

```
Monday
  English
  Authoring Principles
Tuesday
  Maths
```

### Alignment

Any of the block level tags (`P`, Headings, `DIV`, `LI`, `DT`, `DD`) can be aligned on the page by including an align attribute. Example:

```
<P ALIGN="center"> </P>
<DIV ALIGN="right"> </DIV>
<H1 ALIGN="justify"> </H1>
```

### Horizontal Rules

You can create a horizontal shaded line across the page to use as a divider by using the `<HR>` tag. It has the following attributes:

NOSHADE	The line will be solid instead of shaded
SIZE	The thickness of the line in pixels
WIDTH	Width of the line on the page in pixels or % of page width
ALIGN	Alignment of the line on the page (left, center or right)
COLOR	Sets the colour of the line and makes it non-shaded. This is not a part of the HTML specification but works in most browsers.

#### Example:

```
<HR COLOR="red" width="80%">
```

## Formatting Tags

<code>&lt;B&gt; &lt;/B&gt;</code>	<b>Bold text</b>
<code>&lt;I&gt; &lt;/I&gt;</code>	<i>Italic text</i>
<code>&lt;U&gt; &lt;/U&gt;</code>	<u>Underlined text</u>
<code>&lt;S&gt; &lt;/S&gt;</code> or <code>&lt;STRIKE&gt; &lt;/STRIKE&gt;</code>	<del>Strikethrough text</del>
<code>&lt;SUP&gt; &lt;/SUP&gt;</code>	Superscript <sup>text</sup>
<code>&lt;SUB&gt; &lt;/SUB&gt;</code>	Subscript <sub>text</sub>

## The Font Tag

The font tag is often left out these days where styles are used instead, since styles allow you greater control over formatting. The formatting in a font tag is handled by three attributes listed below.

<b>SIZE</b>	This can be a number from 1 to 7 or it can be a relative amount, such as +2 which would mean 2 sizes larger than normal (normal text is usually size 3).
<b>COLOR</b>	Changes the colour of the font.
<b>FACE</b>	Specifies the font face. You can put more than one font name with a comma between each. This would mean that if a font specified in the tag isn't installed on a computer then the next font named will be used instead.

Example:

```
<FONT SIZE="5" COLOR="green" FACE="Comic Sans MS, Arial">big green text</FONT>
```

**Note** Using styles is now recommended instead of the font tag.

## Special HTML Characters

Some characters can't be entered normally on a webpage because they are used in tags or because they aren't on your keyboard. These can all be entered on your page with special codes. A list of some of the more common ones is shown below.

<code>&amp;nbsp;</code>	blank space (non-breaking space)	<code>&amp;quot;</code>	"	Quotation marks
<code>&amp;gt;</code>	>	<code>&amp;lt;</code>	<	Less than sign
<code>&amp;amp;</code>	&	<code>&amp;copy;</code>	©	Copyright symbol
<code>&amp;reg;</code>	®	<code>&amp;trade</code>	™	Trademark symbol

## A Few Rules and Things to Remember

1. If you have more than one tag around a part of your page, the last one started must be the first one closed.

Correct example:

```
<B><U><FONT COLOR="red"> Formatted text</FONT></U></B>
```

Wrong Example:

```
<B><U><FONT COLOR="red"> Formatted text</B></FONT></U>
```

2. Quote attributes correctly. Many tags will work with no quotes around attributes but not if only one side has quote. Example:

Color="red" is correct      COLOR=red is not correct but      COLOR =red" or COLOR="red  
will work      will not work

3. Make sure you close tags that need to be closed.
4. If a tag has more than one attribute, they can go in any order you like. It won't matter.
5. Don't always trust the way HTML is written on other websites. A lot of websites have badly written or incorrect HTML.